

Notes of the Neighbourhood Planning Meeting
Wednesday February 18th 2015
7.15pm. Methodist Church Hall

NPNSG Members Present: Stephanie Bennett (SB Meeting Secretary), Richard Cass (RC), Cllr Tony Dawson (TD), Graham Hopton (GH, Treasurer), Allan Letford (AL), Cllr Sally Mandley (SM), Cllr David Milton, (DM), Shirley Mullen (SMM), Cllr Helen Papworth (HP, Co-Chair), Jill Parker (Jill P, Administrator), Jon Payne (Jon P), Cllr Ian Robinson (IR), Phil Sandell (PS, Co- Chair),

	AGENDA ITEMS	ACTIONS
1	<p>Apologies Neil Campbell, Cllr Paul Daniels, Sandie Wilson, Josie Maudlin, Carolyn Henegan.</p> <p>Previous Minutes Correct apart from the following. Shirley Mullins (SMM) was present. Item 5iv re Northill Village Hall should read SMM.</p>	
2	<p>Declarations and possible conflicts of interest Discussion re possible conflicts of interest for councillors sitting on steering group and requiring to vote on NPNSG proposals in NPC meetings. Agreed that there were dilemmas in so doing but no conflicts of interest. Neither chair voted on NPNPV budget.</p>	
3	<p>Matters Arising</p> <p>Item 4. In future NPNSG refers to steering group and NPNPV refers to the neighbourhood planning project.</p> <p>Item 7v. Thanks to the Crown Northill for hosting our training. 12 attended and co-chairs had additional time to clarify points. It may be possible to have a further half day – to be decided after receiving invoice for services given. 3 further trainees on hold until situation with regard to project plan clearer.</p> <p>Item 8. 3 quotes have been received from graphic designers ranging from £930 -£2000. Quality of work offered comparable. Writing group material compiled and will be presented at next meeting.</p> <p>Item 9 PS no further action on Caldecote Voices.</p>	
4	<p>Funding NP project</p> <p>a. 3 proposals tabled from SG members. Proposal 1 from AL, seconded IR, to explore the possibilities of funding available from CBC with Tricia Turner. Remaining proposals discussed but not voted on. Instead, agreement reached (see attachment 1)</p> <ul style="list-style-type: none"> • To seek approval of NPC for a revised budget (PS 2nd IR). • To seek approval of NPC for cost of certain items listed to be met (PS 2nd IR). • To request answer to NPC considerations re underwriting the NPNSG budget <p>b. Update on grant aiding – tabled. Grants of up to £8,000 per project. Application details due early March. Multiple grants (maximum £8,000 total) can be made during the</p>	<p>Carried</p> <p>Carried</p> <p>Carried</p> <p>Carried</p>

	<p>lifetime of the project. Each grant to be spent within 6 month period which must fall within a financial year.</p> <p>Grant application based on revised budget to be put before SG at next meeting</p> <p>c. Big Lottery Grant (Awards for All) a possibility for later professional report writing fees.</p>	<p>DM, PS, GH, HP</p> <p>HP JillP GH</p>
5	<p>Project budget</p> <p>a. Current financial position – immediate budget needs tabled (PS).</p> <p>b. Proposed project budget – tabled (GH)</p> <p>Discussion followed re cost of graphic design - was cost justifiable, bearing in mind the uncertainty about grant funding. Could cost be split?(SM). Project cannot progress without graphic design support for publicity (PS), so lowest level quote included in funding request to NPC for 23.02.15 council meeting..</p>	
6	<p>Proposals to NPC</p> <p>See Attachment 1</p>	
7	<p>Possible Rescheduling</p> <ul style="list-style-type: none"> • Workshops, drop ins to be rescheduled and venues booked before leaflets commissioned • 5 week run in period required between advertising, event promotion, leaflet distribution and first workshop. • Workshop material and all expenditure after April + contingency to be applied for in grant application • Mayday could be launch of public consultation as scheduled workshops before Easter would be difficult. • Hold SG meeting once grant money is obtained 	
8	<p>GI Update</p> <p>24 definite attendees to workshop, 2 possibles. 3 members of SG invited to attend as members of workshop (SG members not present to be asked if they wish to attend. JM will do refreshments. Thanks to HP,IR,RC for distributing leaflets</p>	RC
9	<p>Website goes Live</p> <p>Thanks to NA for website. Cost £28. www.npnpv.info. Minutes agenda and events calendar already included</p>	
10	<p>AOB</p> <p>RC – requiring clarification re CBC plans for future housing in Northhill Parish</p> <p>PS requests HP to reconsider 15 mins maximum for NPNPSG items at NPC meeting</p> <p>HP – offered to help Jill P rebooking venues, once dates decided.</p> <p>JonP – payment for room hire can be invoiced when required by NPNPSG from Methodist Church</p>	HP JillP
11	<p>Date and time of next meeting</p> <p>To be confirmed in next Agenda</p>	

Jillapworth

17.3.15.